

S-E-C-R-E-T

6 February 1958

NSC review completed.

MEMORANDUM FOR: CIA Members of OCB Working Groups

You have been selected as a member of a Working Group under the Operations Coordinating Board, because of your knowledge of an area or a functional program, and because of your responsibility for, and your closeness to, operations of this Agency. Your duties in this connection will take time and thought. It is therefore important that you know the reason for your assignment, what is expected of you and what you can and should contribute.

I. The Operations Coordinating BoardA. Purpose

The OCB was set up in 1953 to coordinate the activities of U. S. Government agencies having major overseas responsibilities. Its principal functions are to assist in integrating the execution of operations carried out abroad in the furtherance of national policies, and to provide a mechanism for periodic reporting to the NSC on progress in this field. The charter members are designated because of their operating responsibilities in their own agencies.

B. Composition

The members are: (1) Under Secretary of State, (2) Deputy Secretary of Defense, (3) Director of Central Intelligence, (4) Director of the United States Information Agency, (5) Director of the International Cooperation Administration. In addition, officers of similar stature from Treasury, AEC and others attend the meetings, and certain designees of the President are members. At present these are the Special Assistant to the President for National Security Affairs and the Special Assistant to the President for Security Operations Coordination.

Each member has a Board Assistant who serves as his principal aide in all matters having to do with the OCB, both within his own agency and externally. There are approximately 45 working groups or committees composed of operating officials from the member agencies plus a number of non-member agencies as appropriate. The fact that the members of these groups are operating officials, as is the DCI and most of the other principals, is a most significant factor in the OCB organization. It is only in this way that the working of the OCB at all levels can be given realism and usefulness.

C. Papers Prepared

When the President approves an NSC policy paper pertaining to overseas operations it is usually referred to the OCB for the preparation of an Operations Plan to carry out the NSC policy. A Progress Report is required at regular intervals, usually six months; these are presented to the NSC, and in this way adequate implementation of approved policy is assured. In addition to these standard type papers, there are ad hoc papers on subjects which are outside the scope of a particular NSC policy or which have urgent significance. When

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time permits papers are sent to the field in draft for comment by officers closest to the problem. The CIA Station Chief usually participates

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D. Method of Operation

For each country or functional area on which an NSC paper has been prepared or for which OCB coordination has been directed, there is a Working Group. Most of them are chaired by the State representative. Each one has a member of the permanent OCB Staff assigned to assist in drafting and otherwise. After suitable discussion the chairman or the OCB Staff member usually prepares a first draft of the required paper although each agency can contribute written material if desired or appropriate. It is usually necessary to have about three drafts before a Working Group agrees finally on a particular paper. Sometimes there are "splits," representing areas of disagreement which cannot be resolved. The papers then are considered at a meeting of the Board Assistants and finally by the Board itself. The Board Assistants meet every Friday and the Board every Wednesday.

II. Significance to CIA

The operations of this agency complement overt operations of other components of the U.S. Government. We do not of course work in a vacuum, and our efforts are directed toward certain agreed ends. Although we may achieve these ends in somewhat different ways than other agencies, the objectives must be the same. It is thus essential that we participate in the formulation of operational guidance and in the assigning of operational tasks for overseas implementation. The coordinated plan which results constitutes an "umbrella" under which we conduct covert operations and in addition allows us to be fully informed on what other agencies are doing and why they are doing it. It also helps to establish rapport between opposite numbers in different agencies.

Members of the Working Groups are representatives of the DCI. They must be competent and informed operating officials and must take the assignment seriously. It should not be viewed as an extracurricular chore.

III. Internal CIA Procedures

a. Established Working Groups usually convene at the call of the Chairman, or occasionally a member of the OCB staff. You will be notified automatically of these meetings. From time to time new Working Groups are established in response to changing operational situations. At that time the CIA Board Assistant will consult with the appropriate Division or Staff chief, or his designee, to select a regular and an alternate member. Draft terms of reference for the group will be discussed by the Board Assistant with the designated member and will be approved sometimes by the Board but usually by the Board Assistants as a body.

b. The CIA member is expected to participate fully in the discussions of the Working Group as an officer informed on the area under consideration. The papers however will contain no specific mention of CIA activities (an exception may sometimes be made in the case of intelligence objectives). The CIA member is not authorized to discuss agency operations in this forum. He must, however, make sure that no language or suggested actions are included in the

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AREA OR COUNTRY(S)	Approved For Release 2007/07/18 : CIA-RDP83-00036R000400050040-8			DOC DATE CLASS <u>S</u>
Hq.	OCB	DDP	Coordination	6 Feb.
	NSC	CA	Liaison (Inter Agency)	1958
		DDI	Liaison (Intra Agency)	
			Covert Annex	

IDENTIFICATION OF DOCUMENT

Memorandum from Operations Coordinating Board Assistant
for CIA Member of OCB Working Groups.

ABSTRACT NOTATION REFERENCES

Describes purpose and composition of OCB, its relation to NSC procedures, internal CIA coordinating procedures and papers required for OCB (Progress Report and/or Operations Plan) and for background information for DCI (Covert Annex which includes factual, concise list of all significant operations in a given area) See also:

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DOCUMENT LOCATION

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